

# Using Track Changes

Know what to do when you get  
your file back from the editor.

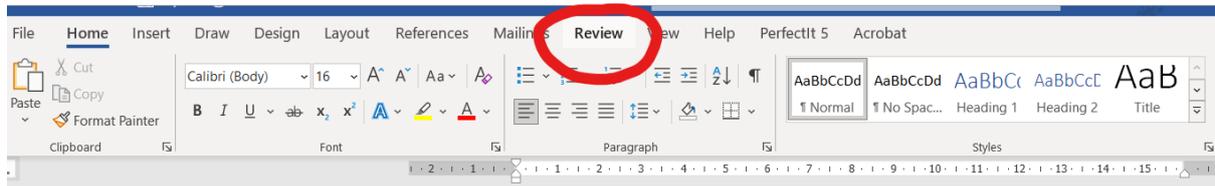
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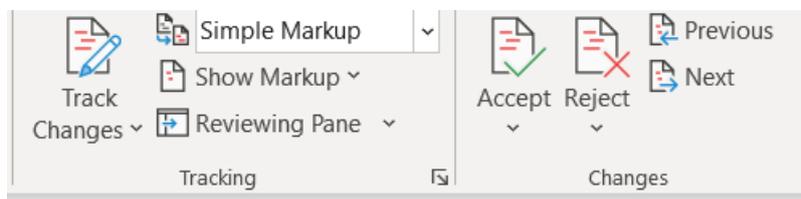
Resource Centre

Track Changes, or Tracking, is an essential tool for the editing process. It can be very overwhelming at first to see everything covered in red with lines through your work. But once you get the hang of it, it is simple and effective.

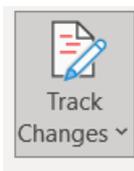
You can find all of the tools for Track Changes in the Review tab of Word.



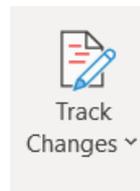
The sections labelled Tracking and Changes are the two relevant to the process.



To toggle on/off, click the big Track Changes logo that looks like a white page with red lines and a blue pen.



Track changes are on



Track changes are off

With track changes on, Word will keep a track of most of the edits made in the file. Note that some formatting changes won't be tracked. There are two main ways of viewing these changes.

Simple markup shows red lines in the left margin against the sentence in which a change has been made. However, the text itself will only show the edited text. Any text that has been deleted will be hidden. It hides deleted text and shows inserted text in the standard document formatting, as if no change has been made. This means you can read cleanly through the document as if all changes have been accepted without making any decisions. It's great for ensuring no errors have been introduced. This paragraph has been written with errors that have then been corrected with Track Changes on. You can see how that is marked up in the screenshot below.

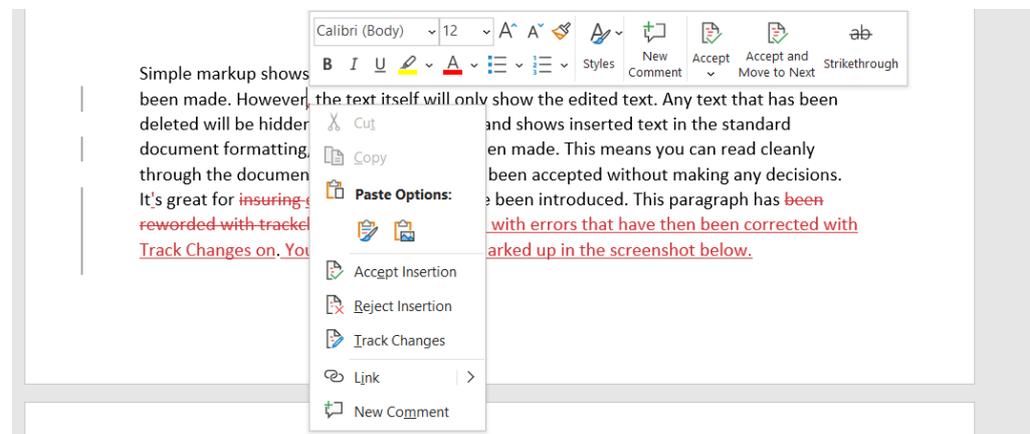
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Full markup shows all the original text and the changes. Insertions appear in red, and deletions are in red with strike throughs. With this on, you can compare the original text with the suggestions.

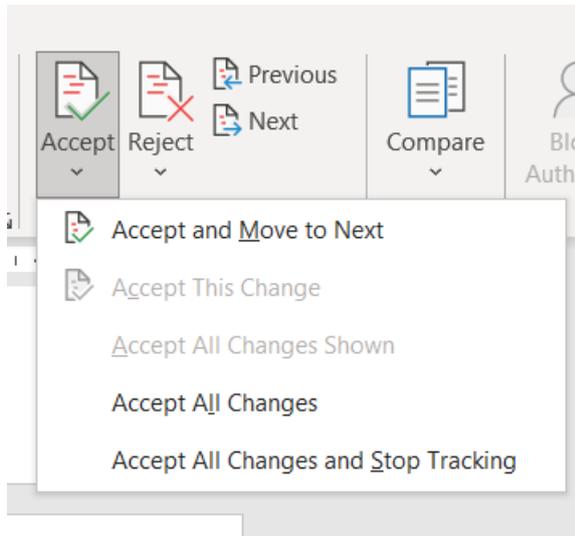
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Track Changes is important as it means you are able to have full autonomy over edits. You choose what edits to accept and can easily restore original text since it is right there in the document.

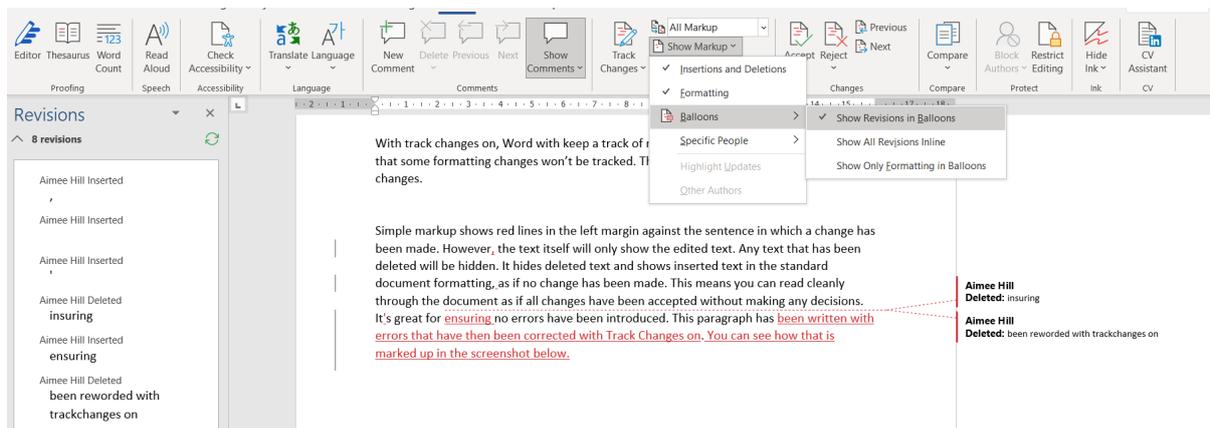
One way of doing this is by right clicking on the change, either insertion or deletion, and then clicking Reject or Accept Insertion/Deletion.



Alternatively, you can place the cursor on the insertion or deletion and use the icons in the tool bar. The drop-down arrows allow you to navigate to the next change after completing the action. You can also use the Previous or Next buttons to navigate about the changes without making a decision. There is an option to Accept/Reject all changes, but this isn't recommended. Accepting all means you aren't being mindful of your work; the editor's suggestions are just that and still need your considered input. Rejecting all would negate the use of hiring an editor in the first place.



Other features include showing markup balloons and a revisions pane. Neither of these are necessary for working through Track Changes and can contribute to a cluttered and overwhelming document.



And that is all there is to it. Once you have mastered Track Changes you are ready to review your edits with confidence.